



# United States Department of the Interior

## BUREAU OF LAND MANAGEMENT

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November 6, 2013

EMS TRANSMISSION: 11/8/2013  
Instruction Memorandum No. WY-2014-03  
Expires: 9/30/2015

To: Wyoming Management Team

From: Associate State Director

Subject: Fiscal Year (FY) 2014 Award Ceilings

**Program Area:** Budget and Awards

**Purpose:** The purpose of this Instruction Memorandum (IM) is to establish statewide award ceilings for non-SES employees for FY 2014.

**Policy/Action:** Starting October 1, 2011, performance awards and individual contribution awards (such as special act awards, STAR awards, etc.) for all employees were capped at 1 percent of the total salary base of FY 2010 for each District and Division. Each District and Division is responsible for ensuring compliance with this cap and will be held accountable.

The Department has recently issued an award policy for FY 2014 (See FY 2014 Award Limit).

There will be no deviation based on other factors, such as non-appropriated funds, alternative payment sources, etc.

Quality Step Increases (QSIs) and Time off Awards (TOAs) are not included in this ceiling; however, numbers of QSIs and TOAs given in FY 2014 cannot exceed FY 2010 levels. See FY 2014 Time-Off (hours) and QSI limit table below.

Recruitment, relocation, and retention incentives are not awards and are not covered by the budgetary limits. However, spending on these incentives in Calendar Year (CY) 2013 will not exceed CY 2010 levels. See Human Resources and the State Budget Officer for questions regarding these incentives.

It is important to note that the majority of the dollars spent on awards are those given for performance. As a guideline, approximately 70 percent of the allowance should be spent on performance-based cash awards and 30 percent should be used for individual contribution

awards (such as special act awards, STAR awards, etc.) throughout the year.

The performance awards must be processed no later than December 31, 2013. The awards count towards the ceiling of the FY that the expense is incurred. Therefore, awards given on or after October 1, 2013, will count towards the FY14 award ceiling.

When an award is given to an employee in a different office/Division, the award amount is typically charged to the award ceiling of the office/Division giving the award. It is strongly recommended and a common courtesy to coordinate with the employee's supervisor before submitting the award.

The award funds available for FY 2014 based on 1 percent of the total projected salary base (less 8 percent held back for sequestration in FY 2013 and FY 2014) are shown below:

<b>Office</b>	<b>FY 2014 Award Limit</b>
WY910 Total	\$27,096
WY920 Total	\$53,110
WY930 Total	\$27,638
WY950 Total	\$53,653
WYDO Total	\$174,504
WYPO Total	\$114,349
WYRO Total	\$91,588
<b>Total</b>	<b>\$541.938</b>

QSI and TOAs are allocated to the Districts and Divisions in proportion to their percentage of total statewide employees, and in accordance with guidance that states FY 2010 numbers are not to be exceeded.

<b>Office</b>	<b>2014</b>	
	<b>Time-Off (hours)</b>	<b>QSI</b>
WY910 Total	14	1
WY920 Total	66	1
WY930 Total	36	1
WY950 Total	84	1
WYDO Total	373	3
WYPO Total	230	2
WYRO Total	213	2
<b>Total</b>	<b>1016</b>	<b>11</b>

All TOAs and QSIs must be approved by the Associate State Director (ASD), prior to discussion with an employee. The ASD will coordinate with the District Managers (DM) and Deputy State Directors (DSD) throughout the year to discuss needs and make ceiling adjustments as necessary.

**Background:** Nation-wide work force planning and budgetary reductions continue to limit amounts available for monetary awards.

**Timeframe:** This IM is effective immediately. However, the FY 2014 awards ceiling may be revised as new or additional direction becomes available.

**Budget Impact:** This policy will limit the total amount spent annually on awards. Award amounts will be taken from miscellaneous operational funds that are provided to each District/Division.

**Manual/Handbook Sections Affected:** None.

**Coordination:** This process was developed in coordination with the Wyoming State Office Budget Officer, all DSD's, DM's, and the State Human Resources Officer.

**Contact:** If you have any questions, please contact Missy Cook, Human Resources Specialist, at 307-775-6352 or [rcook@blm.gov](mailto:rcook@blm.gov).

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